



DSD Business Systems

Sage 100 Enhancements

S121

Multiple Sales Orders on Single Invoice

SO-1121

Version 5.40



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Multiple Sales Orders on Single Invoice User's Manual
Version 5.40

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DSD Business Systems
8787 Complex Drive
Suite 400
San Diego, CA 92123
858/550-5900 8:00am to 5:00pm PST
858/550-4900 Fax

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Section A: Introduction

This manual contains a description and instructions for this DSD product. Operating instructions are included for the features added by this product to Sage 100. For instructions on using Sage 100, refer to the appropriate Sage 100 manual, or call your Sage 100 reseller. DSD Business Systems offers excellent Sage 100 support, at an hourly rate.

Web Resources

DSD web site: <http://www.dsdinc.com>

The Enhancement page contains:

- Current Release Schedule*
- Purchasing Information*
- Installation Instructions*
- Product Support*
- Enhancement Links*

S121 Multiple Sales Orders on Single Invoice:

<http://www.dsdinc.com/enhancement/multiple-sales-orders-on-single-invoice-2/>

The product web page contains:

- Product Description*
- Web Links*
- Current Product Version Table*
- Product Installation File Download*
- Product Manual in .pdf Format*
- Revision History*
- FAQ*

Support

DSD provides product support through Sage 100 resellers. Support is provided for the current version. Older versions are supported at an hourly rate. DSD's telephone number is **858-550-5900**. Fax: **858-550-4900**.

For a hard error, where the program displays an error dialog, report:

- Error number.*
- Program name.*
- Line number.*
- Program version.*

*Exact sequence that caused the error, including menus and menu selections.
Other pertinent information.*

If leaving a message or faxing, please include:

Your name.

Your phone number (and fax if applicable) and extension.

It is possible to be unable to duplicate a problem, because of data corruption or because we have not exactly duplicated a particular operating environment. In such circumstances, we can only continue to try to fix the problem if we can either access the system with Symantec PCAnywhere or by some other means access or duplicate the system.

Multiple Sales Orders on Single Invoice Features

This DSD Extended Solution enables one sales order invoice to be created containing line items from multiple sales orders which reference the same customer number.

Additional functionality is available if Extended Solution SO-1066: *Subtotals/Running Totals on Orders and Invoices* is installed, if the Custom Office module is activated, and if Sales Order Option 'Integrate with Job Cost' is checked.

This Extended Solution is not compatible with the Credit Card processing module.

Section B: Getting Started



- **If you reinstall or upgrade one of the Sage 100 modules listed in the following table, you must also reinstall this Enhancement.**
- Enhancements from different Sage Developers are generally not designed to work together. If installed together, problems are likely to occur.
- **Check with DSD before installing more than one Enhancement.**

Required Levels

Sage 100 Module	Module Required	Required Level
S/O	Y	5.40
I/M	N	5.40

Installation

1. **Back-up:** Exit all Sage 100 sessions. Back-up existing Sage 100 data.
2. **Check Levels:** Sage 100 module levels **must match** those listed above.
3. **Run Enhancement Setup Program:** Save the executable installation program (sent to you or downloaded from our website) in a convenient location on the Sage 100 server. Launch the program from Windows Explorer or by selecting Start/Run, and then browse for the file in the location you saved it. Follow on-screen instructions.
4. **Send your Sage Serial Number to your DSD Representative:** Send your Sage Serial Number to your DSD representative in order for us to send you back the encrypted keys to unlock your system. This serial number can be found in Library Master\Setup\System Configuration, Tab 3. Registration as Serial Number.
5. **Re-Start Sage 100:** Sage 100 will be updated.
6. **Unlock the Enhancement:** DSD Enhancements must be unlocked to run. When any part of the Enhancement is run for the first time, the **DSD Enhancement License Agreement and Activation** window will appear. Follow the steps shown on that window. *You can click the Help button for more detailed instructions.*

Note: On the next page is a screenshot of the DSD Enhancement License Agreement and Activation window.

After accepting the License Agreement, you can then select the type of unlocking that you'd prefer. The choices are File, Web, Demo and Manual Entry.

File Unlock: After receiving your encrypted serial number key file from DSD, and placing that file in the MAS90/SOA directory, selecting this option will unlock all products keys contained in the file. This means you can unlock all enhancements at once using this option.

Web Unlock: If the system that is running the DSD Enhancement *has web access* and you *have sent DSD your Sage Serial number*, you can unlock the Enhancement without assistance using Web Unlock. When this option is selected, the program will attempt to download encrypted serial number key file from DSD *and then proceed to unlock all enhancements contained in the file*.

- The Sage 100 system that is being used must have web access for this option to be effective.
- You can send your Sage Serial Number to your DSD Enhancements sales representative.

Demo Unlock: If a Demo mode is available for the Enhancement you're running, you will be able to Demo unlock the product without assistance from DSD for demo purposes.

- Creating a Demo Unlock is a good way to temporarily unlock DSD Enhancements off-hours, if you do not have web or email access. Later, you can unlock the product fully, during business hours.

Manual Entry Unlock: If you want to unlock a single enhancement using a single encrypted key, you can select this option and enter the 64 character key you receive from DSD by copy and paste.

Note: You can also unlock a DSD Enhancement through the **DSD Enhancement Control Panel** found on the Library Master Utilities Menu. Then, select the Enhancement with your mouse from the list of Enhancements and click the **Unlock Product** button on the right side of the window.

- Convert Data:** After unlocking, the DSD Conversion Wizard will appear. Follow on-screen instructions to complete data conversion. You can exit the conversion program without converting data. The Enhancement will not proceed, however, until data is converted. If you enter an enhanced program and data has not been converted, the conversion program will run again.

DSD Enhancement Control Panel

Starting with version 3.61, all DSD Enhancement products include DSD's Enhancement Control Panel. The **DSD Enhancement Control Panel** is accessed from the **Library Master Utilities** menu.

The DSD Enhancement Control Panel is a simple to use yet powerful system to help maintain DSD Enhancements installed on a Sage 100 system. To use it, select an Enhancement product from the list on the window and then click the button, on the right side of the window, which corresponds with the desired task.

View Manual: This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the "MAS90/PDF" folder in the Sage 100 system. If the file is not present, and the system has web access, the correct PDF file will be automatically downloaded from the DSD website, put into the "MAS90/PDF" folder and then displayed.

Check the Web for Updates: This button will check the DSD website to see what the current build is the selected Enhancement and alert the user if a later version is available. *This requires an internet connection on the Sage 100 system.*

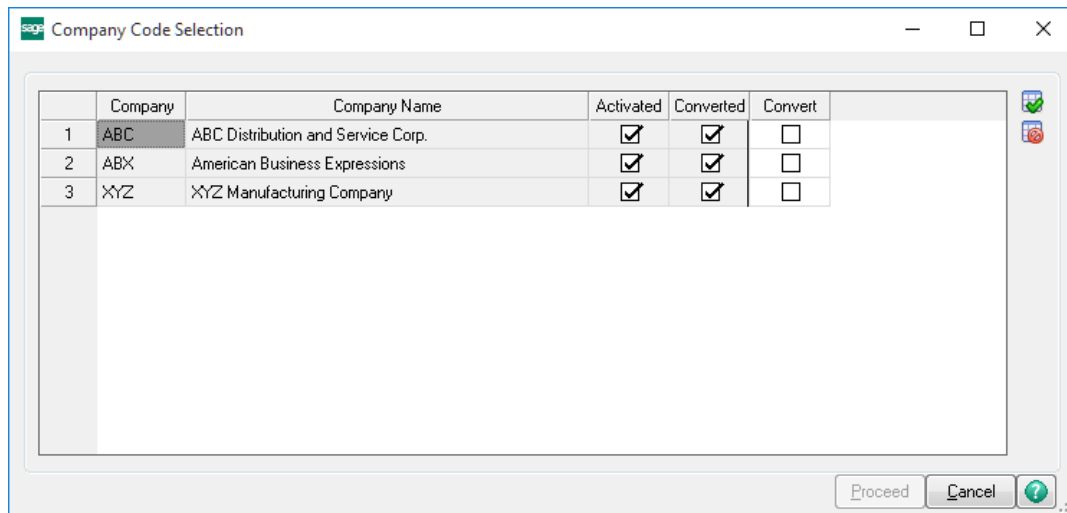
Unlock Product: This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked or if unlocking is not required.*

Unlock All Products: This will cause the DSD Enhancement All License Agreement and Activation window to appear. This window is similar to the one described on the previous page, but has only web and file as options to unlock. *This button is never disabled.*

Convert Data: After verification, the selected Enhancement's data conversion program will run. Data conversion is non-destructive, and may be triggered any number of times. Sometimes this is required to fix data records imported or updated from a non-enhancement installation.



Multi-Convert Data: Multiple Companies can be converted at the same time for a given Enhancement. *(If you have a large number of Companies to convert, please do in batches of 20 or fewer due to memory limitations.)*



Help: The Help button, located at the bottom right of the window, opens an HTML help file.

Get Adobe Acrobat: Opens the Adobe Acrobat website to the page where Acrobat can be downloaded and installed.

Uninstall Enhancement If this option is available, then selecting this button will start the un-install process, removing the enhancement from the system. (for more information see [Uninstall DSD Enhancements](#))

Section C: Setup

Upon completion of software installation, you will need to access DSD Extended Solutions Setup from the Sales Order Setup menu. Select this part number and the Setup screen for this Extended Solution will appear. Check the 'Enable Extended Solution' box to activate this Extended Solution.

SO-1121 Setup Options

SO-1121 Mult SlsOrders Invoice

Enable DSD Extended Solution ☒ Level 5.40

1. Options | 2. Additional

Always Select All Sales Orders ☐

Include Backorder Types ☐

Unmerge If Invoice Deleted ☒

Retain Original Sales Order History ☐

Consolidate By Project Code ☐

Back Order On Original Order ☐

Bypass Ship Complete Prompt ☒

Perform Item Roll Up ☐

Create Subtotal Line For Each Sales Order ☐

Accept Cancel

Check this box to enable SO-1121 Mult SlsOrders Invoice

DSD ABC 10/28/2016

Answer the following prompts on the 1. Options tab:

Always Select Sales Orders: Check this box if you want all Sales Orders for the particular customer to be selected. You will be required to de-select any orders you do not want to invoice. Uncheck this box if you want to manually select the orders to invoice.

Include Back Orders: Check this box to include Back Order type Sales Orders in the consolidation. Leave the box unchecked if you do not want to include Back Orders.

Unmerge If Invoice Deleted: If you check this box, when an invoice in the data entry batch is deleted, all Sales Orders that were merged into the invoice will be returned to their original state and will appear as they did before the 'Multiple Orders on a Single Invoice' process was performed. Uncheck this box if you do not want to use this option.

Note: There is no ability to 'unmerge' individual Sales Orders from the Invoice.

The following option is only available when 'Unmerge if Invoice Deleted' is unchecked and 'Retain Sales Order/Quote History' has been enabled in the Sales Order module:

Retain Original Sales Order History: When checked, consolidation will not occur in Sales Order History; all orders will appear as they were prior to consolidation. If unchecked, then original orders are removed from history and only the consolidated order is retained.

Consolidate by Project Code: If you check this box, you will be prompted to enter a Custom Office S/O Header UDF to hold the Project Code and a Custom Office A/R Customer UDF to hold the Invoice Cycle (see below). During the Standard Sage 100 Auto Generate Invoice Selection process, one invoice will be created for each customer, based on the selection criteria, for each project code (see Operations below).

Back Orders on Orig Order: This option is only available if you checked the 'Unmerge If Invoice Deleted' box above. If you check this box then during the Sales Journal Update, line items on the Consolidated Order with a positive value in the Quantity Back Ordered field will be written back to their original Sales Order number as if no consolidation had taken place.

The following added support occurs for Sales Order history files if in Sales Order Setup you selected the 'Retain Sales Order/Quote History' option in the Sales Order module:

- If you check the box 'Back Orders on Original Order' above, then the Sales Order history files will remain unchanged. When the Consolidated Order is unmerged during the update process, each of the unmerged orders will update its respective Sales Order history file.
If you do not check the box 'Back Orders on Original Order,' the Sales Order History files are deleted for the merged orders and the detail is added to the consolidated Sales Order. All associated files are updated to reflect these changes.

Bypass Ship Complete Prompt: Check this box to go directly to the lines screen as though you had answered 'Yes' to the 'Ship Complete Sales Order' prompt.

The following option is only available when 'Unmerge if Invoice Deleted' is unchecked:

Perform Item Roll Up: When checked each instance of an item will appear only once on the consolidated Invoice, with its quantities incremented.

If Sage Software Extended Solution SO-1066: *Subtotals/Running Totals on Sales Orders and Invoices* is installed and enabled, the following option will be available:

Create Subtotal Line for Each Sales Order: Check this box to create a subtotal line for each Sales Order.

If you have the Custom Office activated you will have access to the following prompts on the Additional tab. None of these fields are required:

S/O Header UDF for 'No. of Orders Merged': Specify the numeric type Sales Order Header UDF which will hold the total number of orders merged.

S/O Header UDF for 'List of Sales Orders': Specify the string type uppercase Sales Order Header UDF which will hold the list of sales orders merged. Each sales order will be separated by a comma and will contain as many sales orders as will fit in the UDF.

S/O Header UDF for 'Project Code': Specify an 8 character, string type uppercase Sales Order Header UDF which can be used as a secondary consolidation value after customer number.

A/R Customer UDF for 'Invoice Cycle': Specify a 1 character, string type uppercase A/R Customer UDF for invoice cycle.

S/O Dtl UDF for Sales Order Date: Specify a date type Sales Order Detail Line UDF which will hold the Sales Order Date from the originating order.

S/O Dtl UDF for 'Customer PO No.': Specify a 15 character string type uppercase S/O Detail UDF which will hold the Customer Purchase Order Number from the originating order.

S/O Dtl UDF for 'Sales Order No.': Specify a 7 character string type uppercase S/O Detail UDF which will hold the originating Sales Order Number.

S/O Dtl UDF for 'Sales Order Comment': Specify a 30 character string type uppercase S/O Detail UDF which will hold the Sales Order Header Comment from the original sales order.

For all of the Sales Order Header and Sales Order Detail UDFs noted above, you should set up corresponding Sales Order Invoice, A/R Transaction Posting and A/R Invoice History UDFs as well.

'Sales Order Merge Selection' button is not accessible for Credit and Debit Memo processing. Only Standard and Cash Sales Invoices are allowed.

You should visit this Setup screen after each upgrade or reinstallation of this Extended Solution.

Section D: System Operations

Sales Order Invoice Entry

A 'Sales Order Merge Selection' button has been added to the left of the Sales Order Number field in Sales Order Invoice Entry.

The screenshot shows the 'S/O Invoice Data Entry (ABC) 8/6/2010' window. It contains several tabs: 1. Header, 2. Address, 3. Lines, and 4. Totals. The 'Header' tab is active. Fields include: Invoice No. (0100060), Invoice Date (8/6/2010), Invoice Type (Standard Invoice), Sales Order Number (with a 'Sales Order Merge Selection' tooltip), Customer No., Cust PO, Order Status (1 Step), Ship Date (8/6/2010), Due Date, Discount Date, Warehouse (001), EAST WAREHOUSE, Sales Tax, Schedule, Apply to Inv #, Ship To Addr, Terms Code (00), No Terms, Ship Via, Confirm To, E-mail, Fax No., Comment, Salesperson, Split Comm. (No), Print Invoice (checked), Tracking..., Batch Fax, No Orders Merged, List Of Sales Order, and Project Code. Buttons at the bottom include Quick Print, Accept, Cancel, Delete, and a help icon.

Click this button to access Sales Order Selection Merge where you will be prompted for a Customer Number.

The screenshot shows the 'Sales Order Merge Selection' window. It displays a table of sales orders for Customer Number 01-ABF (American Business Futures). The table has the following data:

Sales Order	Order Date	Type	Customer PO Number	Ship To Code	Tax Schedule	Order Amount	Select
0000115	05/18/2010	S	VERBAL	1	WI MILMIL	8,600.00	<input checked="" type="checkbox"/>
0000153	05/11/2010	B	XX-890200		WI	485.06	<input checked="" type="checkbox"/>
0000171	05/01/2010	S		2	WI	81.48	<input checked="" type="checkbox"/>

Buttons at the bottom are 'Proceed' and 'Cancel'.

After a Customer has been selected, this Extended Solution will list all of the Customer's Sales Orders that meet the following requirements:

- The Sales Order type is 'Standard' (or 'Back Order' if selected in Setup).
- The Sales Order status is either 'New' or 'Open.'
- The Sales Order is not already being invoiced
- The Sales Order is not a consolidated order.

The grid contains the following display only columns: Sales Order Number, Order Date, Type*, Customer PO Number, Ship To Code, Tax Schedule, Order Amount, Job Number (see below) as well as a data enterable checkbox column for Select. Any order can be selected by checking the check box. Click the 'Select All' button to check all the boxes and click the 'Deselect All' button to unselect all the boxes. Click the 'Proceed' button when finished selecting orders. The following process occurs during the invoicing process:

- The lowest Sales Order Number will serve as the 'consolidated order.' The constant information from this Order's header and total screens will be used.
- Each additional selected Order will have its lines section appended to the 'consolidated order'; unless you checked 'Item Roll Up'. With Item Roll Up, each instance of an item will appear only once. The Warehouse and Unit Price associated with the first instance will be used and the quantities ordered and shipped will be incremented as lines from other orders are added during the consolidation process.
- The header and total constant information from the merged orders is discarded.
- After the lines have been appended, all selected Orders except the 'consolidated order' will be deleted.
- A standard Sales Order Invoice will be created from the 'consolidated order,' which now contains all selected Order lines, along with the constant data from the 'consolidated order.'

*Type is only displayed in the grid if 'Include Backorder Types' is checked in Setup.

**The Job Number column is only displayed when the Sales Order Option to 'Integrate with Job Cost' is checked.

Note: You may not want to combine orders with different constant header and total data, such as Order Type, Ship-To Code and Tax Schedules as this information is discarded for all orders except the 'consolidated order.'

If a merged Invoice is deleted and you checked the box to 'Unmerge if Invoice Deleted' in setup, then all Sales Orders that were merged into the invoice will be returned to their original state and will appear as they did before the 'Multiple Orders on a Single Invoice' process was performed.

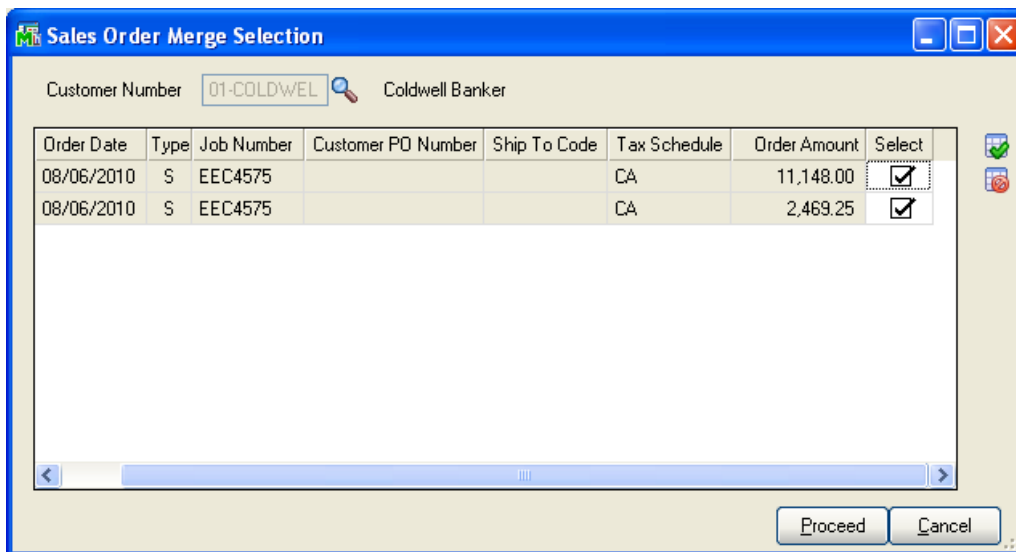
If a merged invoice is deleted and you did not check the box 'Unmerge if Invoice Deleted', then all of the merged lines will remain on the consolidated merged order. This order may not be used for future consolidation. You can, however, use this order to create an Invoice per Standard Sage 100 Invoice processing.

If you specified Custom Office Detail UDFs to store the Sales Order Number, Order Date, Customer P/O Number, and S/O Header Comment this data will be written to the lines as part of the order consolidation process.

The Sales Order Numbers being consolidated can be placed into the Custom Office UDF specified in Setup. It is possible to consolidate more sales orders than will fit into the UDF defined in Setup. In this case, the Sales Order Numbers beyond the limit will not be recorded.

Sales Order Integrated with Job Cost

If the Sales Order option 'Integrate with Job Cost' is checked, Sales Order Merge Selection will contain a column for Job Number. Only orders with matching Job Numbers can be consolidated. Any selected orders which reference Job Numbers other than the one on the consolidating order will be skipped.



Order Date	Type	Job Number	Customer PO Number	Ship To Code	Tax Schedule	Order Amount	Select
08/06/2010	S	EEC4575			CA	11,148.00	<input checked="" type="checkbox"/>
08/06/2010	S	EEC4575			CA	2,469.25	<input checked="" type="checkbox"/>

With SO-1066

During Sales Order Consolidation, if you checked the Setup option 'Create Subtotal Line for Each Sales Order' and SO-1066: *Subtotals/Running Totals on Sales Orders and Invoices* is installed and enabled this Extended Solution will check SO-1066 Setup for 'Comment Code for Sub Total'. If found, SO-1121 will insert the comment line after last line for each sales order merged into consolidated order. After the last sales order is merged, it will check SO-1066 Setup for 'Comment Code for Run Total' and if found SO-1121 will insert that comment line as the last line on the consolidated order.

Auto Generate Invoices Selection, Consolidation by UDF

If you checked the 'Consolidate by Project Code' box in Setup, one invoice will be created for each customer (based on the selection criteria) for each S/O Header UDF noted in Setup to hold the 'Project Code'. Since the Project Code field is optional, an invoice can be created for the Customer whose Sales Orders have a blank Project Code. This option does not change the consolidation process from the invoice entry header screen, only from the Auto Generate Invoice Selection screen.

Auto Generate Invoices Selection, Invoice Cycles

Auto Generate Invoice Selection has a new button, 'Cycles...' . Click it and you will be presented with the Invoice Cycle Selection screen where you can define up to 5 Invoice Cycles (A/R Customer UDFs) in a list without commas, or you can leave it blank to select 'All'. Only those orders for customers who have the indicated Invoice Cycles value in the setup specified Customer UDF will be selected for invoicing.

Select Field	Operand	Value
Sales Order Number	All	
Sales Order Date	All	
Customer Number	All	
Salesperson	All	
Cycle Code	All	
Ship Date	All	
Promise Date	All	

Select Invoice Cycles

Accept Cancel

Merge Orders During Auto Generate Process

After printing the Selection Register and answering 'Yes' to update selections, you will be prompted to 'Do you want to merge sales orders? (YES/NO)'. If you answer 'YES,' the selected Orders will be consolidated for each unique Customer Number (and Project Code if selected) before the invoices are created.

**Shipping Data Entry**

The Sales Order Merge Selection' button has also been added to the left of the 'Shipping No.' field on the Shipping Data Entry screen. It functions in the same manner as described above for S/O Invoice Data Entry.

Orders combined into a single Shipping Invoice in Shipping Data Entry will also be unmerged if the 'Unmerge if Invoice Deleted' option was checked during setup.

A screenshot of the "Shipping Data Entry (ABC) 6/22/2010" window. The window has a title bar with the text "Shipping Data Entry (ABC) 6/22/2010". Below the title bar, there are several input fields: "Shipper ID" (value: 1), "Ship Date" (value: 6/22/2010), "Order No." (empty), "Shipping No." (empty), "Ship Status" (empty), "SD Created By" (empty), and "Customer Number" (empty). There is a "Shipping" button next to the "Shipping No." field. Below these fields, there is a section with "Item Code" (empty), "Quick Row" (value: 0), and "Pkg" (empty). Below this section is a table with the following columns: "Item Code", "Ordered", "Shipped", "Back Ordered", and "Comment". The table is currently empty. Below the table, there is a section with "Description", "Warehouse", "U/M", and "Package" fields. At the bottom of the window, there are buttons for "Quick Print", "Auto Increment" (checked), "Accept", "Cancel", "Delete", and a help icon.

Sales Order History

If you have elected to retain Sales Order/Quote History, what data is written to history is impacted by how you answer these three questions:

- Unmerge if Invoice Deleted
- Retain Original Sales Order History
- Back Orders on Original Order

If the questions are answered in this manner

- Unmerge if Invoice Deleted = **Yes**
- Retain Original Sales Order History = **N/A**
- Back Orders on Original Order = **Yes**

You will get this result:

Sales Order/Quote history retains each individual order's record on file even after the Sales Journal Update. If all of the lines of any individual order shipped complete, its history record will show Complete.

If any of the lines were back ordered on a merged order, the originating order's record remains in active status with its back ordered lines.

If the questions are answered in this manner :

- Unmerge if Invoice Deleted = **Yes**
- Retain Original Sales Order History = **N/A**
- Back Orders on Original Order = **No**

You will get this result (which may differ from pre-framework results):

Only the consolidated order will exist in history, Sales Order/Quote history will have no individual order record. A consolidated order shipped complete will show as "Complete" in history. A consolidated order not shipped complete will exist in history as "Active" and will have the B/O lines.

If the questions are answered in this manner:

- Unmerge if Invoice Deleted = **No**
- Retain Original Sales Order History = **Yes**
- Back Orders on Original Order = **N/A**

You will get this result (which may differ from pre-framework results):

If the consolidated order shipped complete, all lines will be retained on the consolidated order and it will be marked "Complete". The remaining individual orders will retain their lines, but show as "Deleted".

If the consolidated order did not ship complete, it will contain all of the back ordered lines regardless of which order it originated from. All lines will be retained on the consolidated order, the remaining individual orders will retain their lines, but show as "Deleted".

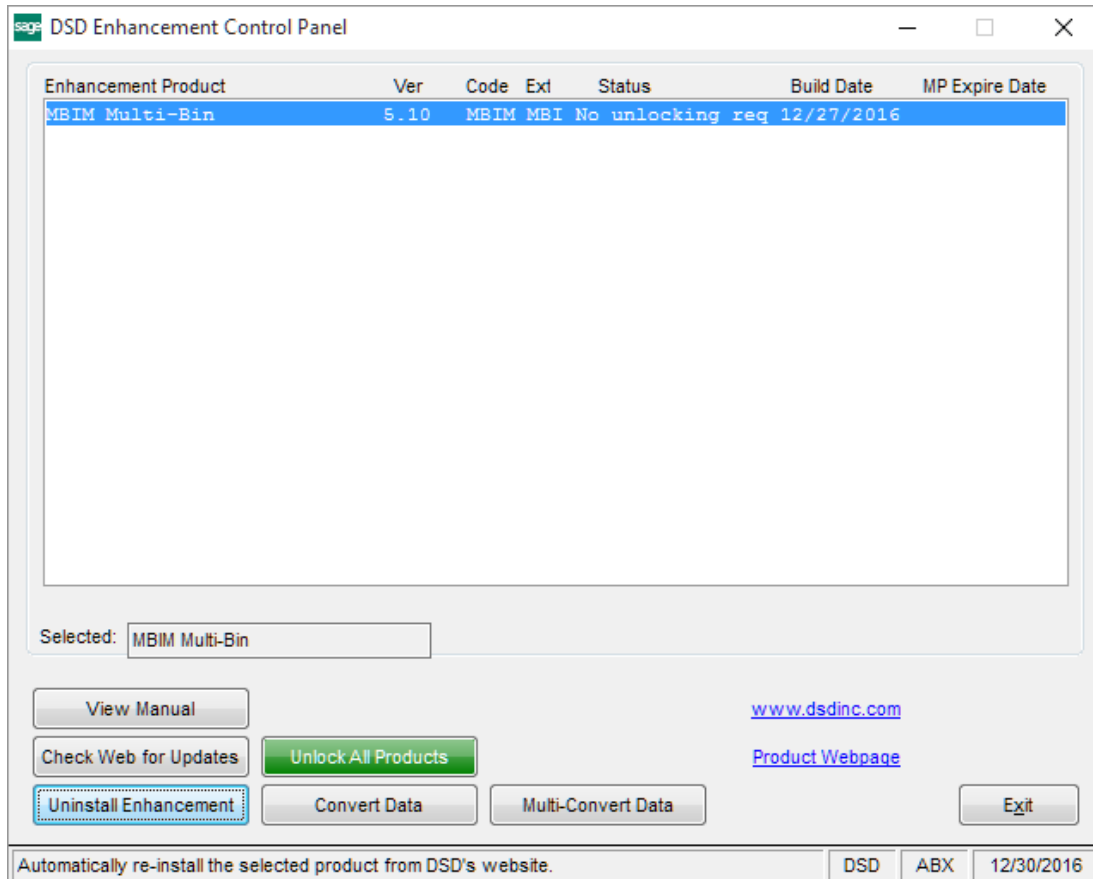
If the questions are answered in this manner:

- Unmerge if Invoice Deleted = **No**
- Retain Original Sales Order History = **No**
- Back Orders on Original Order = **N/A**

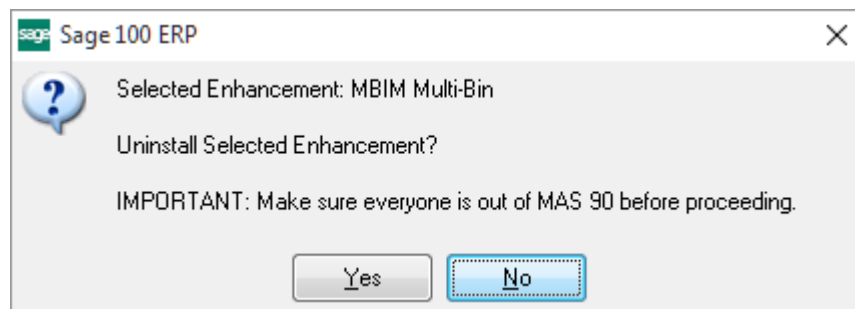
The Sales Order History file has only the consolidated order on file.

Section E: Uninstall DSD Enhancements

A DSD Enhancements Uninstall Utility has been provided for the purposes of removing DSD Enhancements from your Sage 100 System. This utility may be accessed from the **DSD Enhancement Control Panel** menu option on the **Library Master / Utilities** menu.

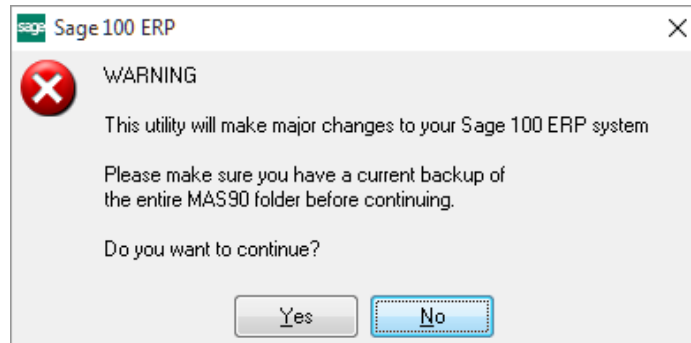


When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



Select **No** to exit the Uninstall Process.
 Select **Yes** to continue with the Uninstall Process.

The following message box will appear, to remind you that a complete backup of your entire Sage 100 system should be completed prior to uninstalling a DSD product.



Select **No** to exit the Uninstall Process.

Select **Yes** to continue with the Uninstall Process.

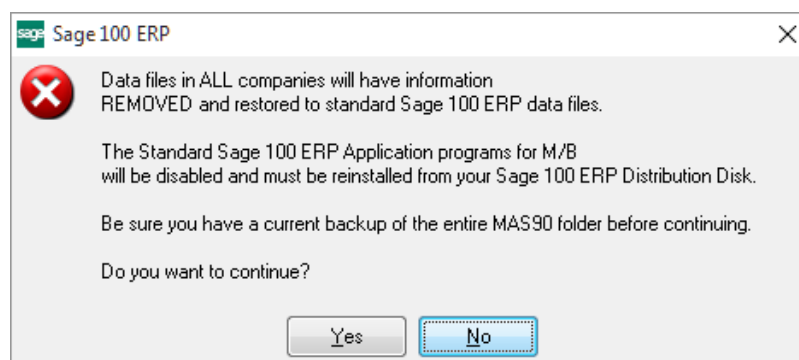
After the Uninstall of the DSD Enhancement, you MUST reinstall certain standard Sage 100 modules, followed by reinstallation of Product Updates and Hot Fixes, if applicable.

A message box will appear, and will display which of those specific Sage 100 modules you must reinstall afterwards.

Select **No** to exit the Uninstall Process.

Select **Yes** to continue with the Uninstall Process.

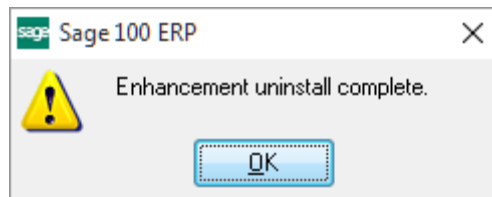
The following message box will appear, displaying the final warning message.



Select **No** to exit the Uninstall Process.

Select **Yes** to continue with the Uninstall Process. At this point, the DSD Enhancement will be removed from the Sage 100 system.

After completion of the Uninstall, the following message box will appear. Select OK to continue.



Now that the Uninstall process is completed, you must:

- Reinstall the applicable standard Sage 100 modules
- Reinstall the latest Sage 100 Service Pack/Updates, if applicable.
- Reinstall any other DSD Enhancements or Developer products that are affected from the reinstallation of the standard Sage 100 module(s).